

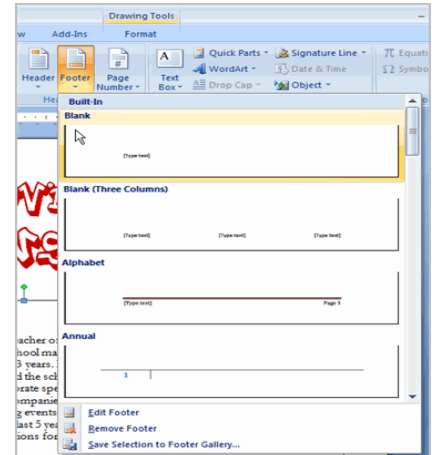
Insert a Header or Footer:

Select the **Insert** tab.

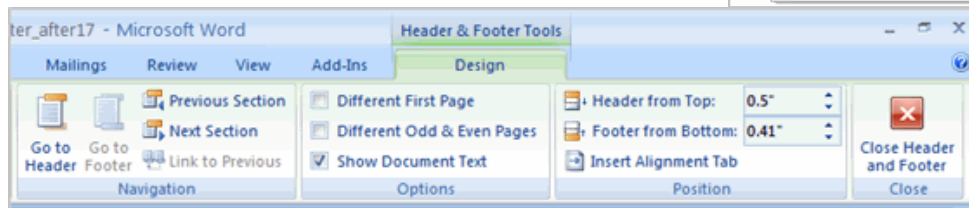
Click either the **Header** or **Footer** command. A menu appears with a list of **built-in options** you can use.

Left-click one of the built-in options and it will appear in the document. OR

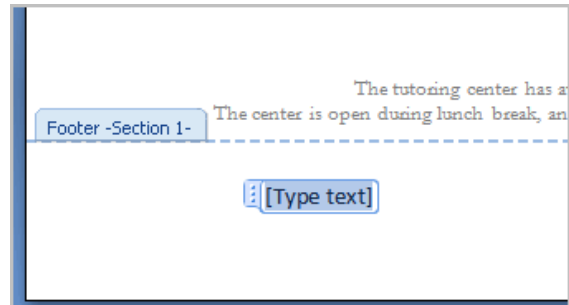
Left-click **Blank** to select it.



The **Design** tab with **Header** and **Footer** tools is active.



Type information into the header or footer.



Insert the Date or Time into a Header or Footer:

With the header or footer section active, click the **Date & Time** command.

Select a **date format** in the dialog box that appears.

